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Operations

PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction delineates the responsibilities and procedures for managing contingency tasking requirements levied on the 70th Intelligence Wing (IW) by HQ Air Intelligence Agency (AIA). It provides guidance and outlines requirements for contingency tasking within the 70 IW, and applies to all 70 IW headquarters staff, and subordinate group and squadron personnel. The primary purpose of this instruction is to standardize procedures within the wing and to document responsibilities and procedures for the management and accountability of the wing contingency manning programs.

1. Purpose. The purpose of the contingency manning program is to meet crisis, military operations other than war, and warfighting command requirements during times of conflict while maintaining wing peacetime operations.

2. Policy. The 70 IW will support its equitable share of contingency tasking levied by HQ AIA. Groups will be tasked on an equitable share basis within the wing. Equitable share tasking is based on manning percentages within organizations. Commanders have the final authority to identify individuals for deployment. We will meet all timeliness and reporting requirements outlined in AFI 10-215.

3. Goal. The goals of contingency tasking management are to:

- 3.1. Fulfill crisis and warfighting requirements
- 3.2. Ensure equitable share distribution of tasking
- 3.3. Maximize the notification time to units and individuals
- 3.4. Standardize procedures throughout the wing

4. Scope. The contingency management program described in this document applies to procedures and responsibilities between the wing headquarters and group staffs. It also provides unit commanders with related procedures and responsibilities.

5. Responsibilities:

5.1 Wing Commander. Final authority for deploying wing personnel to support contingency operations rests with the 70 IW Commander.

5.2 70 IW/DOX is the central focal point for managing all 70 IW tasking and intra-staff coordination for all 70 IW contingency tasking and will:

5.2.1 Provide centralized management of personnel tasking on wing staff and serve as a focal point for intra-staff (functional e.g. LG/SC) coordination.

5.2.2 Wing functional area managers (FAMs) (DO/LG/SC) have direct liaison authority with subordinate groups and higher headquarters FAMs to resolve contingency tasking issues. Wing FAMs will be contingency tasking experts for their respective areas. Within the Wing staff, DOX will communicate directly with wing FAMs to ensure situational awareness of current issues.

5.2.3 Ensure the 70 IW meets all contingency-manning requirements levied by HQ AIA/DP/DO/SC/LG IAW AFI 10-215. See Process Flowchart (attachment 1).

5.2.4 Maintain database/record of wing people deployed to include name, rank, AFSC, geographical location, dates of deployment and home unit.

5.2.5 Maintain a deployment database and produce "equitable (fair) share" statistics among subordinate groups/units.

5.2.5.1 Prepare statistics and brief the 70 IW staff as requested.

5.3 70 IW/DOX staff will:

5.3.1 Administer contingency tasking management for 70 IW. Ensure via suspense tracking that LG/SC FAMs support contingency tasking and related issues accordingly.

5.3.2 Implement equitable tasking procedures based on AFSC manning percentages within subordinate groups.

5.3.3 Maintain historical record of equitable tasking rationale.

5.3.4 Validate tasking received. Validation includes ensuring qualified personnel are assigned within the wing.

5.3.5 Keep 70 IW/DO (LG/SC) advised of any outside tasking and status of unfilled tasking.

5.3.6 Recommend approval/disapproval to the wing commander on reclamation. Include 70 IW/DO (LG/SC) on all reclamation actions.

5.3.7 Conduct Staff Assistance Visits to subordinate groups at least annually.

5.4 Groups will:

5.4.1 Develop method to ensure equitable tasking among units.

5.4.2 Ensure, when possible, alternates are designated and put on standby for deployments.

5.4.3 Maintain historical record of equitable/fair share tasking rationale.

5.4.4 Prepare and submit reclamation to Wing DOX with full justification.

5.4.5 Immediately notify Wing DOX of any changes to previously filled/reported tasking.

5.4.6 Provide statistical deployment data to Wing DOX in accordance with established guidance. Guidance will be communicated via formal message traffic.

5.4.7 Conduct Staff Assistance Visits to subordinate squadrons at least annually.

5.5 Unit Commanders. Commanders have the overall responsibility for filling levied contingency tasking. Only commanders may task individuals by-name to fill contingency tasks. Commanders must submit reclamation to the group CC. Day-to-day program administration may be delegated; however, initial approval authority to deploy unit personnel or attempt to reclaim tasking always rests with the commander.

5.5.1 Units will develop visible, objective criteria to select individuals for deployment (i.e., last contingency deployment, short-tour return date, last extended TDY, etc.). Volunteers should be considered first. For non-volunteers, consider most eligible member based upon visible, objective criteria.

5.5.2 Ensure, when possible, to simultaneously designate alternates and put them on standby for deployment.

5.5.3 Provide statistical deployment data to Group in accordance with established guidance. Guidance will be communicated via formal message traffic.

6. Procedures.

6.1 For tasking received at each level, i.e., wing, group, squadron:

6.1.1 Validate tasking based on line remarks such as, required rank and experience as well as personnel available.

6.1.2 Apply method of equitable share based on tasked AFSC population and task subordinate group/unit.

6.1.3 Apply visible, objective criteria to select individuals for deployment.

6.1.4 The tasked unit PAS code must be to HQ AIA/DOOF/DOOI/LGMM/DPPC NLT 150 days prior to Date Required in Place (DRI). The PAS code must arrive at the wing NLT 160 days prior to DRI. Identify a fill as soon as possible for all short notice taskings. To maximize individual notification time, via the organization's commander (or designated representative), identify the name of the individual to deploy. (Note: The Personnel system used for contingency tasking requires only a tasked unit's PAS. The tasked unit's Military Personnel Flight will be notified of the tasking and will contact the unit to get an individual's name to prepare Contingency, Exercise, and Deployment (CED) orders. Deployed member must be notified NLT 60 days prior to DRI.

6.1.5 Wing POCs will update taskings in the Wing contingency database, to include but not limited to, tasked Group, tasked Unit and information on member selected for deployment (as known).

6.2 Reclamas. Reclamas must be submitted by AIA/DP to AFPC NLT 120 days prior to DRI. In addition, reclamas must be submitted by commanders via message NLT the 10th duty day after the unit receives the tasking when tasking imposes undue hardship on a unit or resources are not available. Approval authority for reclamas rests with the next higher organizational level. The tasked unit must continue to fill tasking process until the unit receives a release message. If approved, the approving organization assumes responsibility for either filling the tasking with another subordinate unit, or forwards a reclama up the chain for consideration. Reclamas are handled on a case-by-case basis; approval should be the exception, not the norm.

6.2.1 According to AFI 10-215, attachment 3, reclamas must include detailed justification explaining why the tasking cannot be filled, including manning statistics (AFSC/AUTHORIZED/ASSIGNED/AVAILABLE) and mission degradation information.

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Attachment
Contingency Tasking Flowchart

CONTINGENCY TASKING FLOWCHART